



<b>Course Outline</b>	
<b>Institute</b>	Institute of Aviation Studies (IAS)
<b>Program</b>	BS Aviation Management
<b>Course code</b>	COOP401
<b>Course Title</b>	COOP Workplace Experience
<b>Credit Hours</b>	06
<b>Duration</b>	04 Months
<b>Eligibility Criteria</b>	<ul style="list-style-type: none"><li>• For participants of 8th semester</li><li>• Minimum 3 CGPA</li><li>• Fulltime availability of the student</li></ul>
<b>COOP Advisor</b>	Mr. Nawaz Gill
<b>Counseling Slots</b>	Mon: 4 Tue: 3-4
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**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**PH/COD/HOD Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## About BS Aviation Management

### Mission

Education with purpose, Development of professional skills, Global readiness, and Excellence to prepare students for success in aviation.

### Program Educational Objectives (PEOs)

- **PEO 1: Industry Focus**  
Graduate is working in aviation industry, demonstrating competence to perform effectively in diverse professional roles while adapting to evolving industry practices.
- **PEO 2: Business Management**  
Graduate is taking on professional roles in business management, applying their skills to analyze, plan, and execute organizational functions effectively.
- **PEO 3: Research and Advance Studies**  
Graduate is engaging in research and advanced studies broadening their academic and professional horizons.

### Program Learning Outcomes (PLOs)

- **PLO1: Analytical Thinking and Decision Making**  
Ability to interpret and analyze aviation industry problems, applying critical thinking and quantitative methods to develop solutions and make effective decisions.
- **PLO2: Effective Communication Skills**  
Ability to prepare, present, and convey ideas clearly through verbal and non-verbal communication effectively in professional contexts.
- **PLO3: Regulations, Compliance and Ethics**  
Ability to understand and evaluate regulatory frameworks, standards and safety/security practices to ensure that the operations remain ethical and compliant with national and international regulations.
- **PLO4: Business Knowledge and Entrepreneurship**  
Ability to understand the interrelated functional areas of business and use this knowledge to enhance organizational performance.
- **PLO5: Service Operations**  
Ability to run, analyze, and optimize day-to-day aviation service operations and manage related infrastructure to achieve operational excellence.

- **PLO6: Technology Integration**  
Ability to use digital tools, software applications, and information systems to support aviation operations and manage business processes.
- **PLO7: Corporate Social Responsibility**  
Ability to understand and evaluate the impact of aviation business on economic, social, and environmental aspects of society.
- **PLO8: Organizational Behavior, Leadership and Teamwork**  
Ability to evaluate organizational conflict, politics, power, and culture, while applying leadership and teamwork skills to achieve collective goals.

## **1. Purpose of the Co-Op Report**

The purpose of the Co-Op Report is to enable students to describe their professional accomplishments and demonstrate the learning gained during their placement. The report provides an opportunity to articulate the nature of the work performed, responsibilities handled, skills developed, and knowledge acquired while working in a professional environment. The report must reflect critical reflection, practical exposure, and personal development achieved during the Co-Op experience.

## **2. Format Requirements**

The report must strictly follow the formatting specifications below:

- Font: Times New Roman
- Font Size: 12-point
- Margins: 1 inch on all sides
- Line Spacing: Single spacing
- Alignment: Justified (aligned from both sides)
- Length: Minimum 3 pages and maximum 6 pages (Title Page, Declaration, Acknowledgement, Table of Contents, and Experience Letter/Certificate are excluded from page count.)
- Referencing Style: Footnotes must be used where applicable

## **3. Structured Order and Listing of Components**

The Co-Op Report must include the following components in the exact order. Each section should start from a new page.

### **3.1 Title Page**

- The title page must include:
- Name of the organization (where the Co-Op was completed)
- Student Name
- Student ID
- Degree Program

### **3.2 Declaration**

The following declaration must be included exactly as written:

I solemnly declare that this report is solely my own effort and nothing has been taken from any other source except which has already been mentioned as references. I further declare that what I mentioned in the report is true and actual events/learning during Co-Op.

- Name:
- Student ID:
- Program:
- Dated:
- Signature of Deponent:

### **3.3 Acknowledgement**

In this section, the student must acknowledge all individuals who provided guidance or support during the Co-Op period, including supervisors, colleagues, mentors, and organizational representatives.

### **3.4 Table of Contents**

The table of contents must clearly list all main headings and subheadings with corresponding page numbers.

### **3.5 Main Body of the Report**

The main body must include the following headings and structure:

#### **Main Heading 1: How Did You Get This Co-Op?**

Explain the process of securing the placement (application process, interview, referral, institutional support, etc.).

#### **Main Heading 2: Introduction of the Organization**

- Company Profile
- Departments
- Organizational Hierarchy
- Products/Services

#### **Main Heading 3: My Learning**

This is the most important section of the report and must include:

- **Skills Developed:** Identify five (5) skills developed during the Co-Op. Provide specific examples for each skill.
- **Areas for Improvement:** Identify three (3) skills that require further development.
- **Knowledge Gained:** Explain theoretical and practical knowledge acquired.
- **One Specific Assignment (Detailed Discussion):** Describe one task/project in detail.
- Explain objectives, your role, challenges faced, and outcomes achieved.
- **Recommendations for the Company:** Provide constructive and realistic suggestions for improvement.
- **Recommendations to Improve the Co-Op Program:** Suggest improvements to enhance student learning experience.

#### **Main Heading 4: Completion Certificate**

Attach the experience letter or certificate signed by the employer as proof of completion.

#### **4. Important Notes**

- Students must be officially enrolled/registered in the Co-Op course.
- The Final Report must be submitted within two weeks after completion of the Co-Op tenure. Late submission may result in an “F” grade.
- The similarity index and AI-generated content threshold must not exceed 19%.
- A viva examination will be conducted at the time of report submission.

#### **5. Marks Distribution**

- 80% – Employer’s Evaluation
- 10% – Co-Op Report
- 10% – Viva Examination